

Syllabus Checklist

The *course syllabus* is the guide provided to students outlining the course objectives, expectations, and a variety of policies. As a concurrent enrollment instructor, it is important that you provide students with a document that illustrates that the course you are teaching is a college-level class and students will be held to that standard. Syllabi do not need to be identical to those provided at South Central College, but there are certain elements that are required to be included. A template will be provided for you by your faculty liaison.

Please complete the checklist with your faculty liaison and sign when completed. Make a copy for your records and return the original to the SCC Director of Secondary Relations.

The following elements are *required*:

- ☐ **SCC logo**
 - Image can be obtained on the syllabus template
- ☐ **Course Information**
 - Course Title/Number ~ must be identical to the SCC course
 - Meeting times & dates
 - Course description
- ☐ **Instructor Name & Contact Information**
- ☐ **Textbook Information**
- ☐ **Institutional Core Competencies**
 - Must mirror those of the SCC course
- ☐ **Course competencies/outcomes**
 - Must mirror those of the SCC course
- ☐ **Grading scale**
 - Must be similar to that of the SCC course
 - Grading rubrics are recommended
- ☐ **SCC Academic Dishonesty policy**
 - Exact wording is provided on the syllabus template
- ☐ **SCC Student Policies (with webpage link)**
 - Exact wording is provided on the syllabus template
- ☐ **SCC Accessibility Statement**

- Exact wording is provided on the syllabus template
- ☐ **Tentative Course Schedule**

After completion:

- ☐ Review syllabus with faculty liaison; make revisions as needed.
- ☐ Submit a copy of the syllabus to the SCC Director of Secondary Relations prior to the start of the course.

CEP Instructor Signature _____ Date _____

Faculty Liaison Signature _____ Date _____